

## **Application for Small Business Wellness Program Certification**

**Date Submitted:** May 9, 2008

**Business Name:** Plan 2

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# **2008 WELLNESS PROGRAM**

## **EMPLOYEE APPROPRIATE WEIGHT LOSS**

### **1. Assessments**

- Physical Evaluation - Our Physical Trainer performs an evaluation upon team member's entry into the workout program and designs a workout program that includes cardiovascular exercise, strength and endurance training, which targets specific areas to achieve maximum physical development.
- Health Risk Assessments - Conducted by the Physical Trainer upon entry into the workout program. Also conducted by Human Resources during the Open Enrollment Health Fair and by the Team Doctor during Athletic Physicals.
- Body Mass Index - Measured by the Physical Trainer periodically in the workout program and also a service provided by nurses during the Open Enrollment Health Fair.

### **2. Educational Materials**

- Personal weight loss and fitness consultations are provided by the trainer for each employee's educational benefit.
- Nutritional Plans, approved by a Registered Dietician, are developed on an individual basis and provided by the Physical Trainer at the employee's request.
- Handouts - Employees are provided exercise and stretching guidelines.
- CD Rom's - Available to all employees that offer step-by-step home workout programs.
- Healthy vending machine choices are labeled to identify healthy snack options.

### **3. Rewards Program**

- Fitness Facility is provided and maintained at no charge to employees and is available 24 hours a day.
- Physical Trainer, Team Physician and Employee Health Fair are provided at no charge to employees.
- Employees are granted 30 minutes paid time of an 8 hour workday for the purpose of working out.
- Educational materials are provided at no charge to employees.
- Healthy Lunch Program is provided daily at a discounted rate to employees.
- Fresh Fruit is provided daily at no charge to employees.
- Employees have healthier lifestyles as a result of this program.

### **4. Measurement Tools**

- Body Mass Index is documented and tracked by the physical trainer.
- Charts are maintained by the team physician and physical trainer on each employee to track physical well-being and any injuries or ailments, along with any

recommended testing/results and to maintain a schedule of preventive health activities.

- Physical Trainer performs and documents periodic physical assessments to track progress of workout program and documents changes in weight, strength, heart rate and endurance.
- Participation in Healthy Lunch Program is tracked weekly and data is used to analyze expenses, menu selection, nutritional value, employee satisfaction, etc.

## **SMOKING CESSATION PROGRAM**



### **1. Assessments**

- Health Risk Assessments analyze employee tobacco use and frequency.
- Participation statistics in Smoking cessation program provide data on number of smokers and tobacco users.
- We have a non-smoking policy that includes company vehicles, buildings and all worksite settings. Employees that do not comply with this policy receive disciplinary action.

### **2. Educational Materials**

- Handouts - provides information on effects of smoking, tobacco and nicotine addiction. It also offers behavior modifications to help users kick the habit.
- Nicorette, provides a Professional Counselor that attends annual Smoking Cessation meetings and also is available by phone throughout the year to help employees stick with the program.

### **3. Rewards Program**

- Professional Smoking Cessation Counseling is provided at no charge to the employee.
- Nicorette provides their smoking and tobacco cessation products, including patches, gum and lozenges at no charge to our employees as part of their partnership with our company.
- Employees live longer and healthier lifestyles as a result of their successful completion of this program.

### **4. Measurement Tools**

- Employees are provided a questionnaire on the effectiveness of the Smoking and Tobacco Cessation program.
- Post-program questionnaires and repeat program participants provide data on program success.
- Health Risk Assessments provide data on percentages of smokers and tobacco users.

## **PURSUIT OF PREVENTIVE HEALTH CARE SERVICES**

### **1. Assessments**

- On-Site Adult Physicals are provided by the Team Physician annually to all team members to assess overall health, health risk factors and any physical conditions that may require follow-up testing, specialist evaluation and labs.
- Body Mass Index and Blood Pressure are measured by the physical trainer periodically, by the nurses at the Open Enrollment Health Fair and by the Team Doctor during Adult Physicals.
- A Functional Movement Assessment is provided by the Physical Trainer to identify any physical conditions that require targeted training (lower back, flexibility, etc.).

- Preventive health care visit statistics are tracked by our Health Insurance carrier, and are reviewed semi-annually by the HR team to determine risk areas and planning for the Employee Health Fair topics and communications.

## **2. Educational Materials**

- Informative posters are posted in the break rooms quarterly that include information on weight management, nutritional information, seasonal allergies, stress management and other relevant health-related topics for each season.
- Our health insurance carriers distribute a Wellness bulletin to all members that contains information on disease prevention and relevant health topics.
- Employee Assistance Programs offer life support resources for employees to seek professional counselors that can help them address life issues.
- Influenza and Pneumonia handouts are provided to all employees each year.

## **3. Rewards Program**

- A Healthy Lunch Program is provided daily at a minimal cost to employees, which offers healthy, convenient and cost-effective alternatives to local fast food restaurants.
- An On-Site Flu Shot Clinic is scheduled annually at no cost to employees and extended to their spouses and children as a convenience, but at their own expense. The clinic offers Flu shots, flu mist and pneumonia injections.
- The Team Physician gives priority appointments (same day or within 24 hours) to our team members who are seeking care for illness or need preventative care.
- Employees who complete a Health Risk Assessment through are insurance carriers are eligible to "buy up" to a richer health care benefit that offers no deductible and additional prescription drug coverage.
- An Employee Assistance Program is offered at no cost to the employee and includes discounted services from many providers.

## **4. Measurement Tools**

- Health Risk Assessment provides results and data that could uncover any common health risks and/or preventable diseases.
- Physical Trainer and Team Physician continuously evaluate health and wellness of employees and review their charts and data to ensure the overall health and fitness of each person is improving over time.
- We track sick leave for all employees for trends in illness time off.
- Participation statistics are analyzed for the Flu Shot Clinic.
- Blood Pressure and Body Mass Index results are shared with employees so they are aware of any abnormalities and can seek further treatment or testing.
- Blood Pressure and Body Mass Index are documented in employees' charts to help track any significant changes over time.